



J. MARR (SEAFOODS) LTD.

# Internal & External Vacancy

## Position: Container Operations Administrator

Department: Container Operations

Reports to: Container Operations Manager

Hours: 40 hours per week, Monday to Friday

Salary: Based on experience

Location: Hessle, East Yorkshire

**Must have current right to work in the UK to be considered for this position**

### Overview:

We now have an internal and external vacancy for the position of Container Operations Administrator.

This position involves close collaboration with the Container Operations Team, Traders and other support functions to establish J. Marr as the leading provider of container logistics in our industry.

### Key Responsibilities:

You will report directly to the Container Operations Manager and your role would include:

- All aspects of Administration related to traded product for source areas of responsibility.
- Inputting purchase order details into SAP for planning along with terms of sale.
- Maintain the shipment plans within SAP with details provided by team colleagues, shipping lines and suppliers.
- Work alongside team colleagues to ensure all orders have advance clearance to ship.
- Constantly monitor the status of shipment plans against each outstanding order and escalate any issues/concerns to the relevant Container Operations Coordinator and/or Container Operations Manager if required.
- Arrange bookings with shipping lines if requested.
- Maintain accuracy and integrity of all data always recorded in SAP for each outstanding order.
- Chase suppliers for shipping documents.



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- Ensure smooth release of bills of lading (BOL) from shipping lines.
- Inbound all container shipments into SAP.
- Process supplier invoice for finance team payment.
- Maintain accurate data for the visibility against every container shipped until the point that it is returned empty at destination & record within SAP.
- Monitor any BOL splits in transit.
- Ensure weekly container updates produced & sent to customers.
- Ad hoc reporting as requested and shown in standard operating procedures.
- Support in the assigned source areas. These are distributed among the team and may shift throughout the year based on trade volume and seasonality.
- Continuously focus on all aspects of risk management involved in the container trade, addressing areas of risk and finding solutions.
- Project work alongside Container Logistics Manager when required.
- Weekly container operations team meetings.
- Work with the team to ensure we meet our KPI's.

### **Qualifications:**

- Proven experience in a similar role.
- Exceptional organisational and time management skills.
- Forward thinker with strong problem-solving skills and logical approach.
- Proactive & driven.
- Excellent collaboration, communication and people skills.
- Strong interpersonal, influencing and negotiation skills.
- Sensitivity to culture and religion.
- Good geographical knowledge.
- Flexibility and the ability to adapt to changing circumstances.
- Problem-solving ability, particularly when working under pressure.
- Accuracy and attention to detail.
- Numeracy and computer literacy, experience of SAP ideally.
- Knowledge of Shipping documentation would be advantageous.

### **How to Apply:**

If you feel you have the necessary skills to apply, please submit your application, including a CV and a cover letter, outlining your suitability for the role. Please send your application to Claire Dilley, no later than 14 April 2025.

Claire Dilley, Business Partner Lead – People & Culture – [cd@marsea.co.uk](mailto:cd@marsea.co.uk)

**No Agencies please**